

Records Clerk

City of Brookhaven, Georgia

Population: 49,488

The City of Brookhaven, located in metro Atlanta, is seeking highly qualified applicants for one (1) Records Clerk in the Police Department. The successful candidate must possess exceptional skills in performing a variety of clerical and administrative functions in the maintenance of police records and evidence.

High school diploma or equivalent, Associate's degree preferred; two (2) years of related experience preferably in a police environment; or equivalent combination of education and experience. Must successfully complete the GCIC/TAC certification. May be required to attain and maintain other certifications as related to the position.

How to Apply:

For all law enforcement positions, submit the following documents only:

- Cover letter indicating position interested in
- Resume
- Current salary and expectations

Send to: Careers@Brookhavenga.gov

The City of Brookhaven is an equal opportunity employer.

Below is a copy of the full job description.

FLSA STATUS: Non-Exempt

Job Summary: This position is responsible for performing a variety of clerical and administrative functions in the maintenance of police records and evidence. Must successfully complete GCIC/TAC certification.

Major Duties:

- Processes all records requests and disseminates records including criminal background, open records, video/audio tapes, etc.
- Makes copies of video and audio tapes; distribute copies to requestors; collects fees;
- Manages the open record request process;
- Maintains record storage area.
- Maintains records, retrieves documents, and ensures the security of evidence.
- Maintains a variety of files and records; enters data into computer and files case reports;

- Ensure the proper management of records.

Knowledge required by the position:

- Knowledge of GA Open Records Act;
- Principles and practices utilized in securing and storage of records, evidence and property including chain of possession requirements;
- Knowledge of recordkeeping, report preparation, filing methods and records management techniques;
- Knowledge of applicable state, federal and local ordinances, laws, rules and regulations;
- Ability to keep and maintain accurate files and records;
- Ability to follow oral and written instructions;
- Ability to write routine reports and business correspondence;
- Ability to effectively present information and respond to questions from managers, clients, customers and the general public;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to interpret a variety of technical instructions, and deal with a variety concrete variables;
- Ability to operate a motor vehicle.
- Ability to successfully complete GCIC/TAC certification.

Minimum Qualifications:

High school diploma or equivalent, Associate's degree preferred; two (2) years of related experience preferably in a police environment; valid Georgia Driver's License, US citizen; equivalent combination of education and experience. Must successfully complete the GCIC/TAC certification. May be required to attain and maintain other certifications as related to the position.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee sits in an office or computer room.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.